



Town of Hilton Head Island
RFQ 2019-0027 Evaluation Committee
Civil Engineering Services

September 10, 2019 @ 10:30 a.m.

Town Hall - Conference Room 4

Meeting Minutes

Present From the Committee: Jeff Buckalew, Jeff Netzinger & Jennifer Lyle

Present from Town Council: None

Present from Town Staff: Richard Groth, Procurement Officer

Present from Media: None

1. Call to Order

Mr. Groth called the meeting to order at 10:45 a.m.

2. FOIA Compliance

Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Unfinished Business

None

4. New Business

Mr. Buckalew motioned to go into Executive Session which was seconded by Ms. Lyle. The motion was approved unanimously.

5. Executive Session

The firms of Cranston Engineering and Davis & Floyd gave separately scheduled presentations (11:00 a.m. and 1:30 p.m. respectively) to the Town's Evaluation Committee on their qualifications, and each was followed by a question and answer session. After completion of the second presentation at 2:42 p.m., Mr. Buckalew motioned to end the Executive Session which was seconded by Ms. Lyle. The motion was approved unanimously.

6. Adjournment

Meeting adjourned at 2:42 p.m.

Submitted by: Richard Groth

Approved: September 11, 2019